

Disabled Transition Assistance Program(DTAP)

Instructions for Memorandum Rating for Vocational Rehabilitation and Employment Services (VR&E) from the US Department of Veterans Affairs (VA)

What is DTAP?

DTAP was created to assist service member's transition to civilian life. You can apply for VR&E while still on active duty with a **Memorandum Rating**. This rating is an early intervention to assist disabled, separating service members to obtain suitable employment.

What does 'disabled' mean?

For VA purposes, Veterans may be granted compensation for service connected disabilities for any injuries or illness incurred or aggravated while on active duty. Applying for compensation is a separate and lengthy process that qualifying service members can start prior to separation through the Benefits Delivery at Discharge (BDD) program.

Why is DTAP important?

Eligibility for VR&E is based a disability rating of 20% or more. Since this determination can take several months, DTAP allows service members to receive a temporary, or "memorandum," rating to apply for VR&E.

What is a Memorandum Rating?

A memorandum rating is a review of your service medical records to ascertain if you meet the minimum requirements for VR&E. If you are within six months of separation, you may apply for a Memorandum Rating.

What is the application process for Memorandum Ratings?

1. Complete VA Form 28-1900, Disabled Veterans Application for Vocational Rehabilitation, paying special attention to the following areas:
 - Block 4A: give us your local Virginia address if you are staying in this area for the next 30 days;
 - Block 10: give us an effective date for your move and a good phone number and address, if available;
 - Block 15: list disabilities or diseases you believe were incurred or aggravated by your military service;
 - and Please be sure to sign and date the form.
2. Complete VA Form 28-0588, Vocational Rehabilitation Benefits. This requests the memorandum rating.
3. Attach these forms to a complete copy of your service medical records, including your Physical Evaluation Board findings, if applicable. Your original service and medical records are not needed at this time.
4. Mail this application package to:
**Department of Veterans Affairs Regional Office
Franklin Road, SW
Roanoke, VA 24011**

If you have less than 30 days left in this area, mail this package to the Regional Office in the state you are moving to.

What else is important to know about DTAP?

- Do NOT include your application for disability compensation (VA Form 21-526) in the VR&E package.
- *Being found not eligible for VR&E services by memorandum rating does not mean you are ineligible for a disability rating.* These are two separate processes and you must complete the disability compensation process. If you receive a final disability rating of 20% or more, you may reapply for VR&E services.
- *A 20% disability evaluation, whether through the memorandum rating program or your permanent disability rating does not guaranty entitlement to VR&E services, only eligibility.* You must also be found to have an employment handicap to be found entitled to receive these services.
- Once found eligible, you will receive a letter for an orientation and entitlement decision appointment.
- If you have any questions, please call the **VA Regional Office at 1-800-827-1000**.